Department Time Administration

Business Process Guide

for

ASU Faculty and Staff

Brought to you by
UTOtraining@asu.edu

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PROCESS OVERVIEW

This guide is for department staff that approves other employee's hourly, vacation, compensatory and sick time. It will also allow you to approve Furlough time, when applicable. You can either be a *department time administrator* or a *manager* in the department (depending on how your business is set up).

In order to use the screens shown in this guide, you must have the PeopleSoft role of:

HCM Dept Time Administrator or HCM Dept Pay Manager.

NOTE: if you have people that report to you, you will already have the role of HCM Dept Pay Manager.

Instructions for seeing what roles you already have are at this URL:
http://help.asu.edu/sims/selfhelp/SelfhelpKbView.seam?parature_id=8373-8193-6084

Instructions for request a new role are at this URL:

http://help.asu.edu/sims/selfhelp/SelfhelpKbView.seam?parature_id=8373-8193-4476

It is important to be aware of the various deadlines that are shown in the *Payroll Calendar*

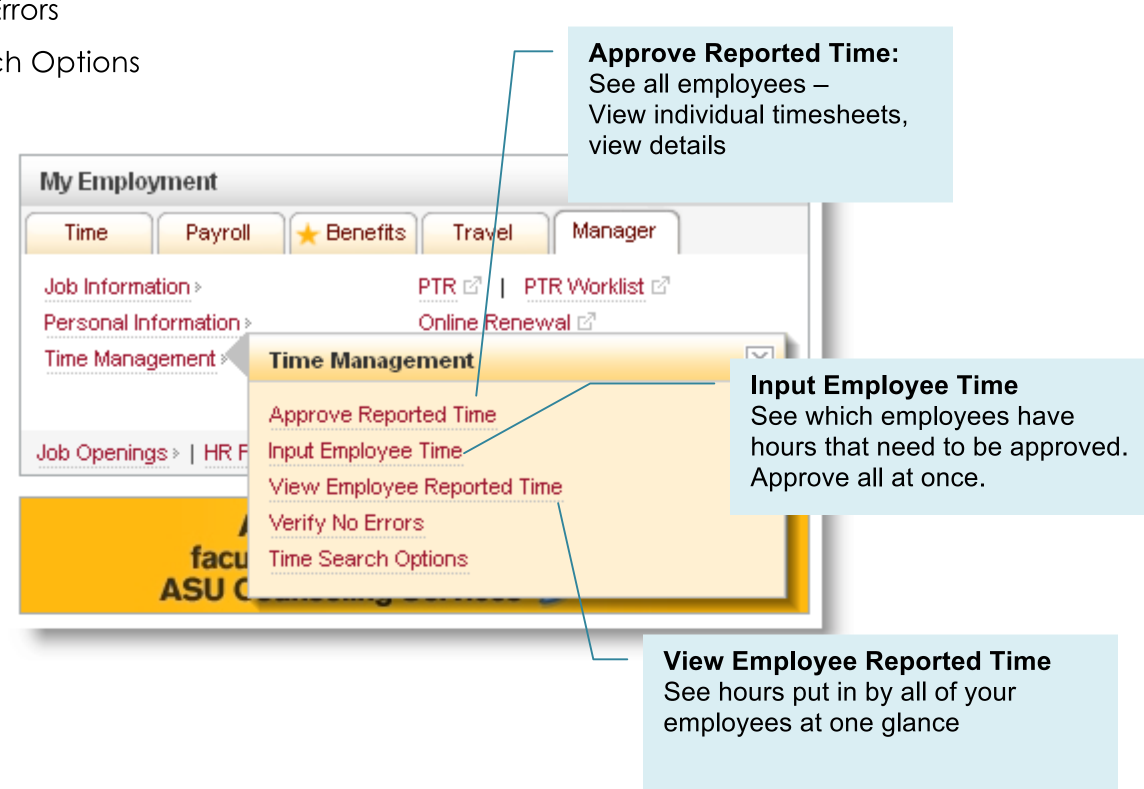
https://cfo.asu.edu/hr-calendars

Access the Time and Labor Screens Through My ASU

1. Open a web browser
2. Go to www.asu.edu.
3. Click on "**My ASU**"
4. Login with your **ASURITE ID** and **Password**.
5. Click on "**Manager**" tab in the My Employment area,
6. Click on "**Time Management**"

There are several choices to view and edit time and leave reporting - additional information is shown if you 'hover' over the verbiage:

- Approve Reported Time
- Input Employee Time
- View Employee Reported Time
- Verify No Errors
- Time Search Options

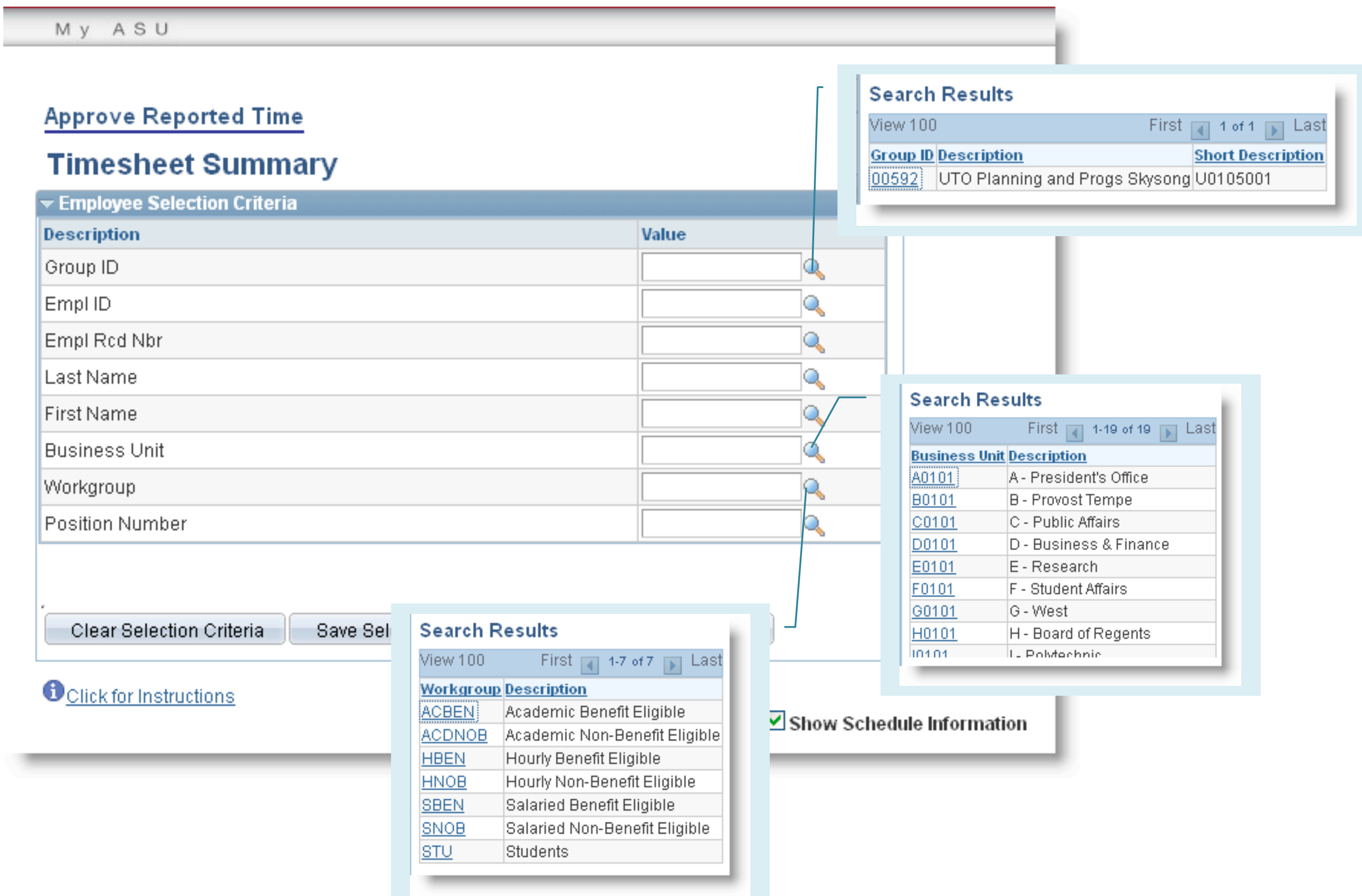


Search for Employees via Time Sheet

You can search for your employees in several ways:

Individual Employee

List Employees by Group ID, Business Unit or Workgroup



Show lists of employees

You can use the fields: *Group ID, Business Unit* and/or *Workgroup* to show you a list of employees that you have access to as a DTA, based on your security.

For example, you want to view Students in the Downtown Phx area. You would enter:

Workgroup: **Students**

Business Unit: **Downtown Phx**

Note: Workgroups dictate which TRCs are available on the time sheet for each employee.

Group IDs put employees in one or more groups and give the DTAs access to certain groups of employees. Each DTA has access to at least one group id.

Show one employee

You can search for a single employee: *EMPLID* (10 digit number, beginning with 1000 or 1200), *First Name, Last Name* and/or *Position number*. **Note**: Capitalize the first letter of the name fields.

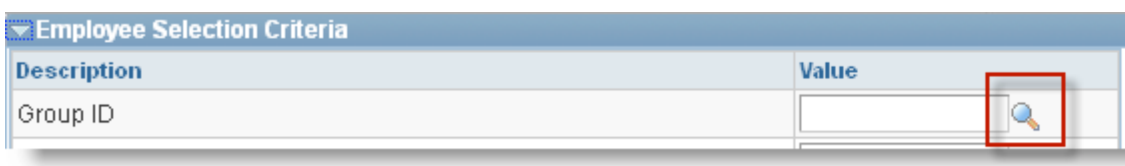
Once you have set your search criteria, click on "**Get Employees**" button.

Search by Group ID:

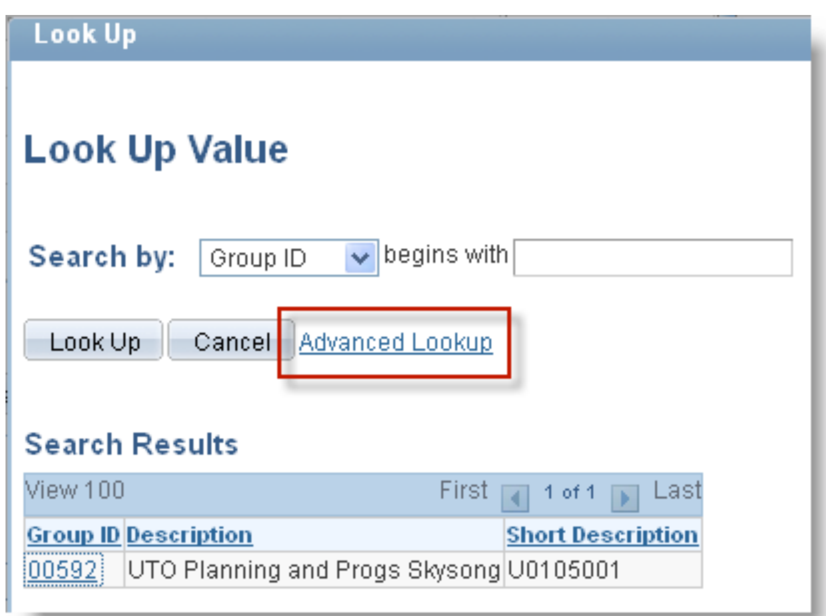
Depending on your circumstance, the employees you approve time for may all report into a group.

To find your group ID – follow these steps:

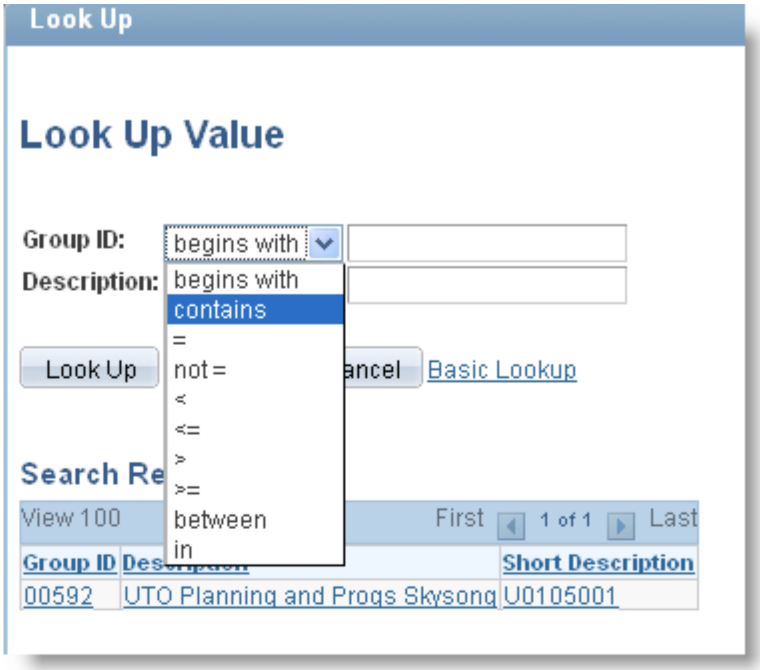
1. Click on the magnifying glass next to the "**Group ID**" field"



2. Click on "**Advanced Lookup**"

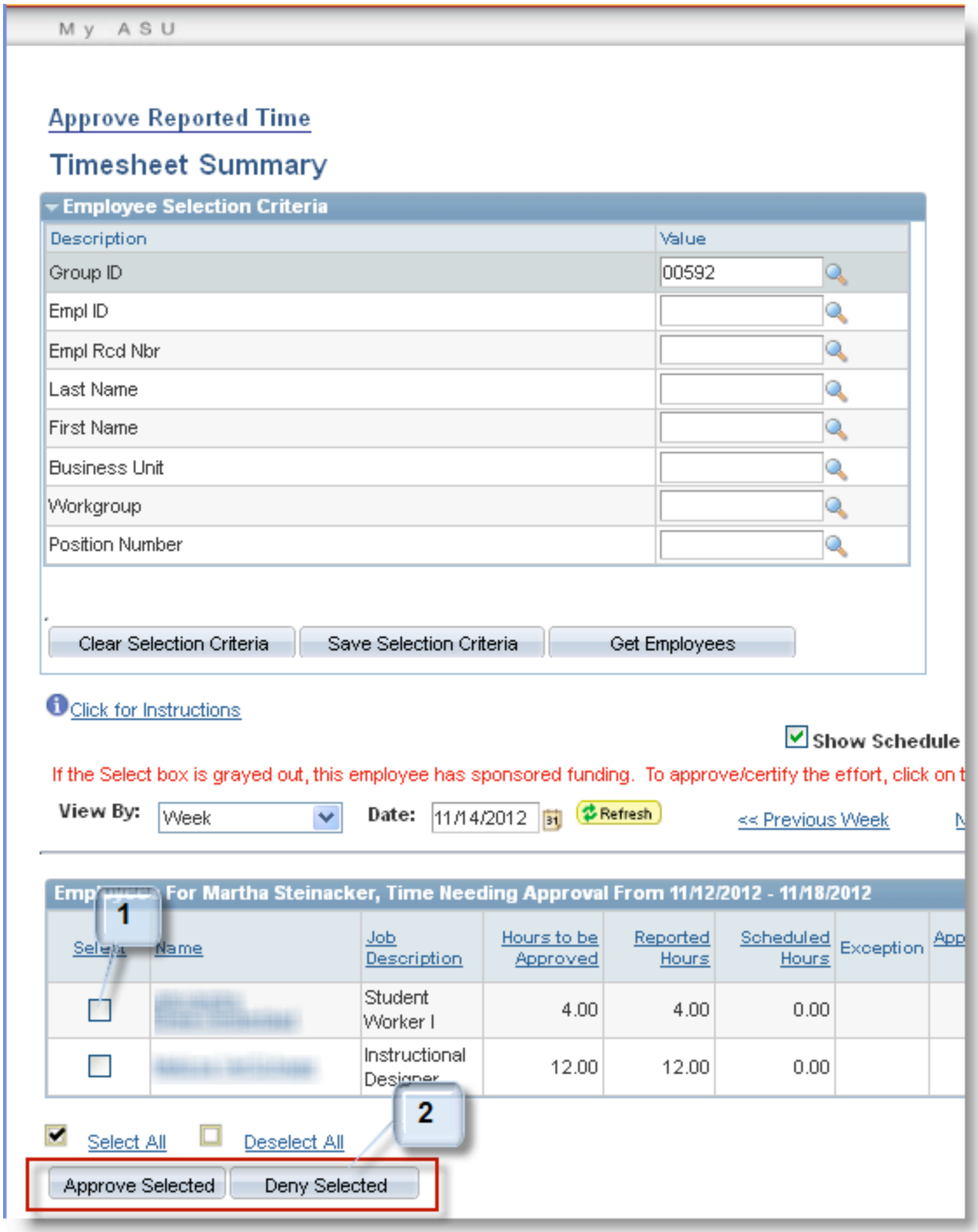


3. Change the *Description* from ***begins*** *with* to ***contains***



4. Type in a word that you think may be in your group's description.
5. Click "**Look Up**"
6. Once you find your group number, you can type it into the "**Group ID**" field to quickly list the employees you need to approve time for. (you can also click on it directly)

Approve Employees' Time via Reported Time Screen



This is an example of the "**Reported Time**" screen. Notes about this screen follow on the next page.

From here, you can approve hours of one or more employees.

1. Click on the **check boxes** next to the employees whom you want to approve and
2. Click on "**Approve Selected**" or "**Deny Selected**". All entries for that employee will be approved or denied.

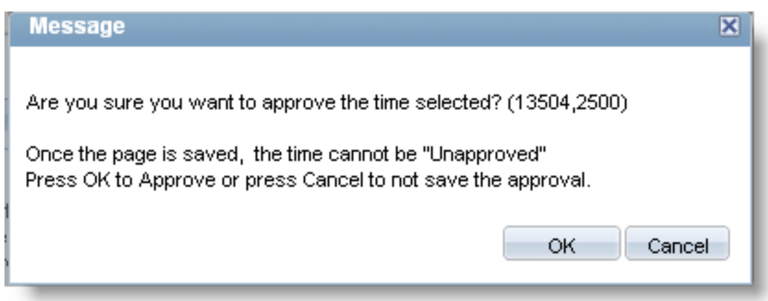
    Tip a: You can go one level deeper by clicking on an employee's name and then approving or denying individual entries. See below for further directions.

    Tip b: If the selection box is grayed out, but there are hours to approve, the employee has effort reporting hours. You must approve them on the detail screen by clicking on the employee's name.

    Tip c: If you have navigated to a time period in the past, you will see this message. It warns you that you are dealing with data in the past and that the employee's pay will not be affected by your changes.

3. Once you click on "**approve selected**" or "**deny selected**" you will see two more screens.

4. The first screen allows you to cancel if you made a mistake.



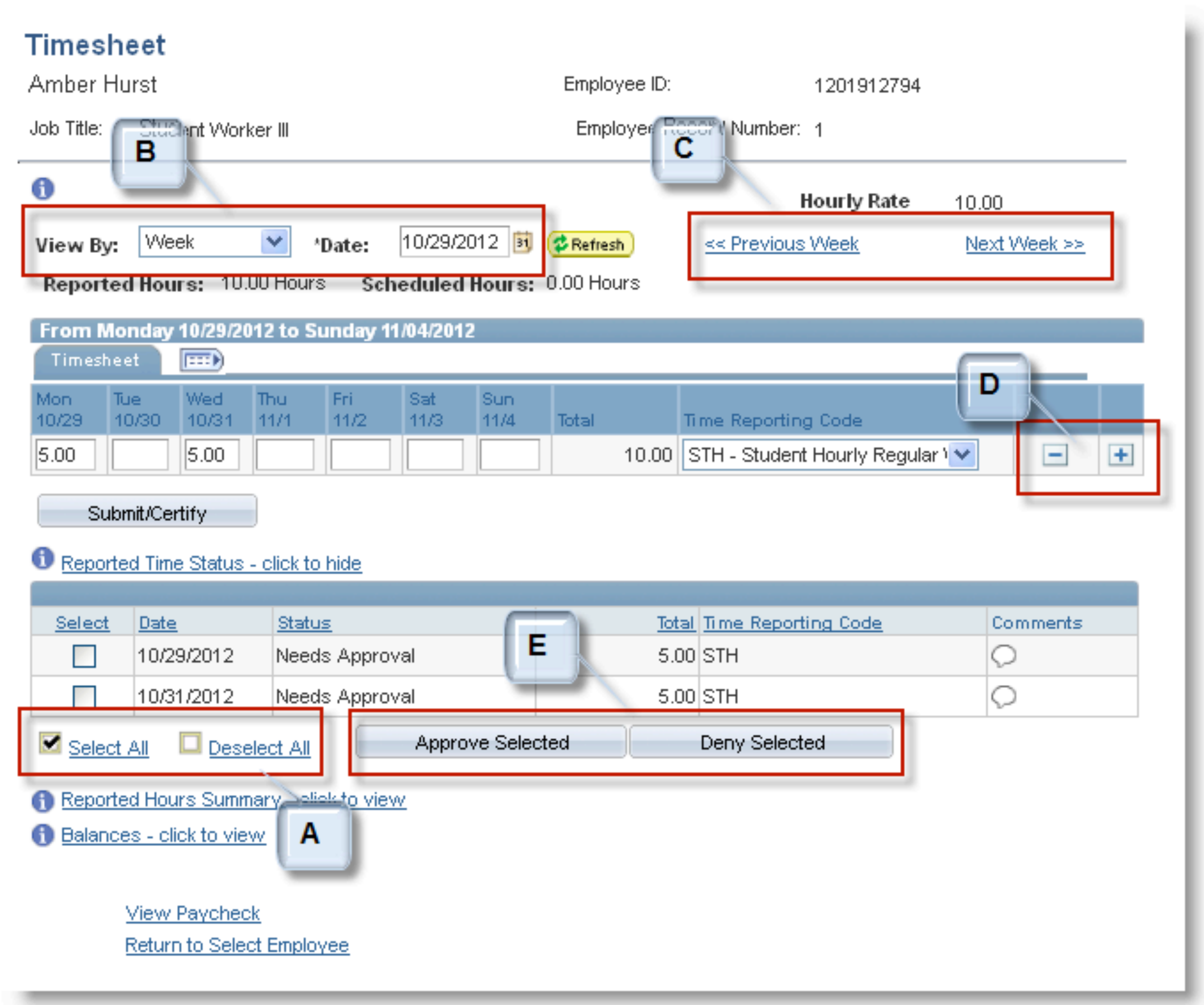
6. Click **OK** to continue.

7. The second screen will show that the changes you made have been confirmed.

8. Click **OK** to confirm.

Approve, Deny, Edit, Add or Delete Time for an Employee

When you click on an employee's name, you can then approve or deny individual entries in their record.



The steps involved include:

Tip A:

Use the "**Select All**" and "**Deselect All**" to mass select/unselect entries.

Tip B:

Use the "**View By**" and "**Date**" features to change the time frame.

Typically, you will view by time period (2 week intervals).

Tip C:

Use these links to quickly jump to new time periods and/or a different employee. You may make changes up to **120 days into the previous time periods**.

Tip D:

If your security access and business process allows is correct, you may have the ability to add and edit hours to the employee's record.

If the new hours are of a different TRC -Time Reporting Code (for example, vacation instead of regular)

Click the **+** sign at the right end of the last row to add a new row of data.

Put in the number of hours and TRC.

Click on "**Submit/Certify**".

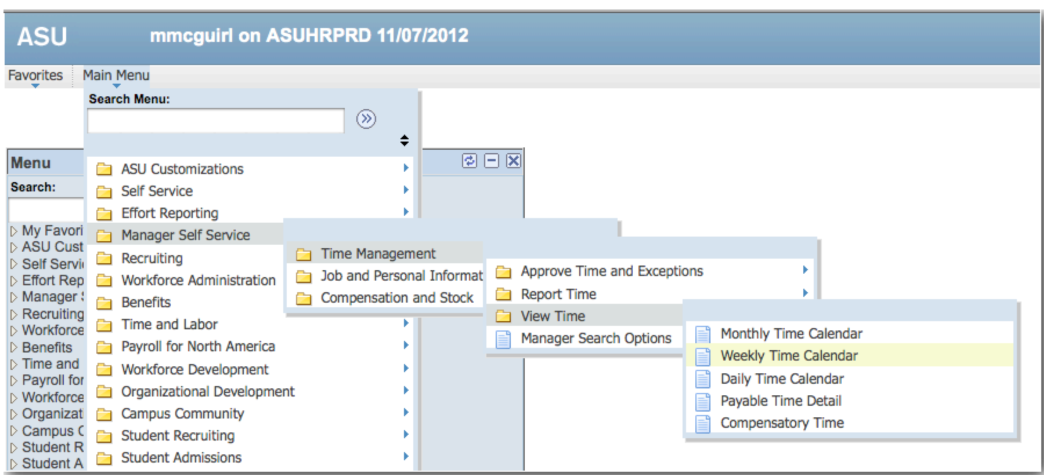
Tip E:

Approve or Deny the hours by clicking these buttons.

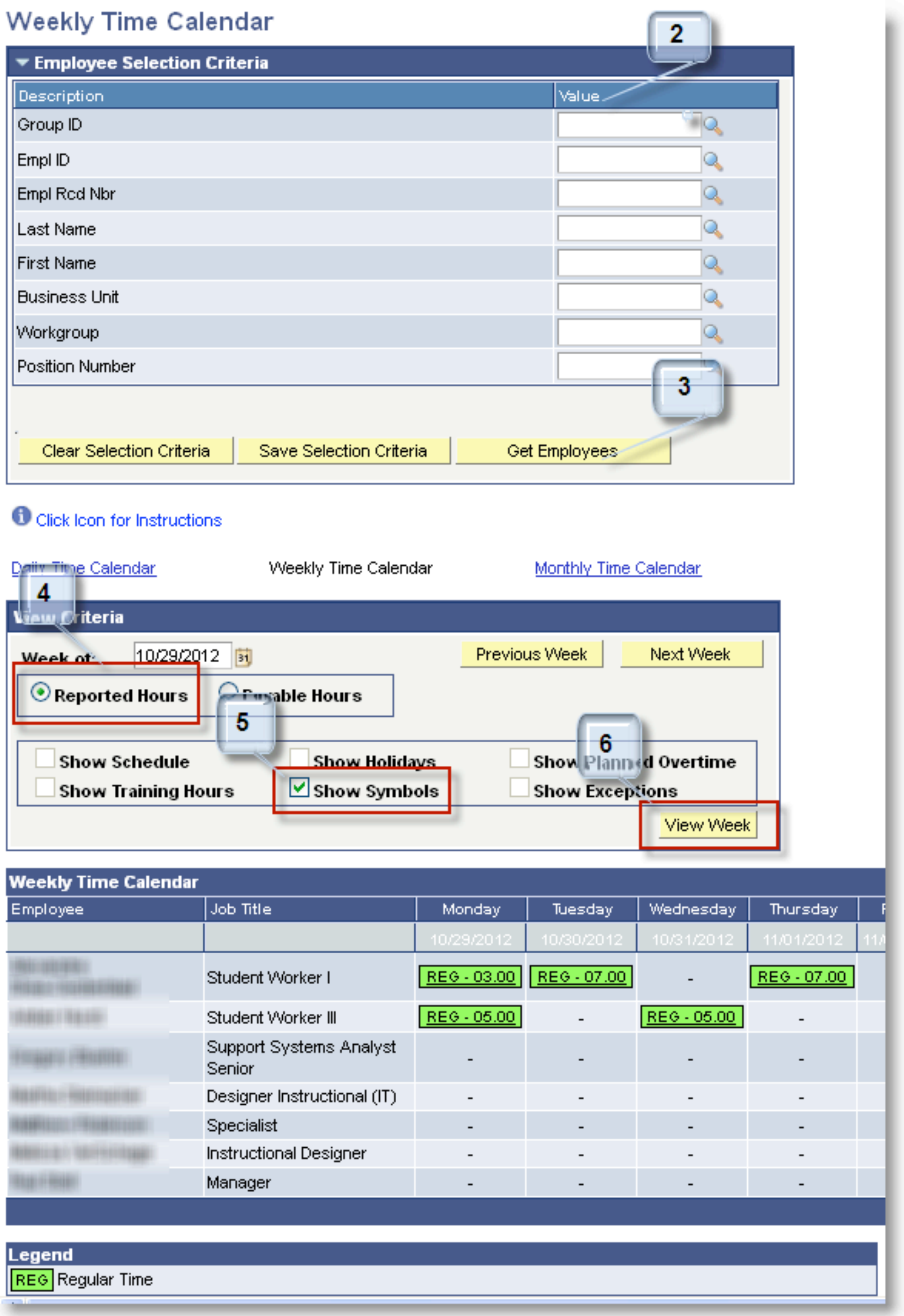
Weekly Time Calendar View

Reported Hours

1. Click on the **Weekly Time Calendar** view in the View Time menu.



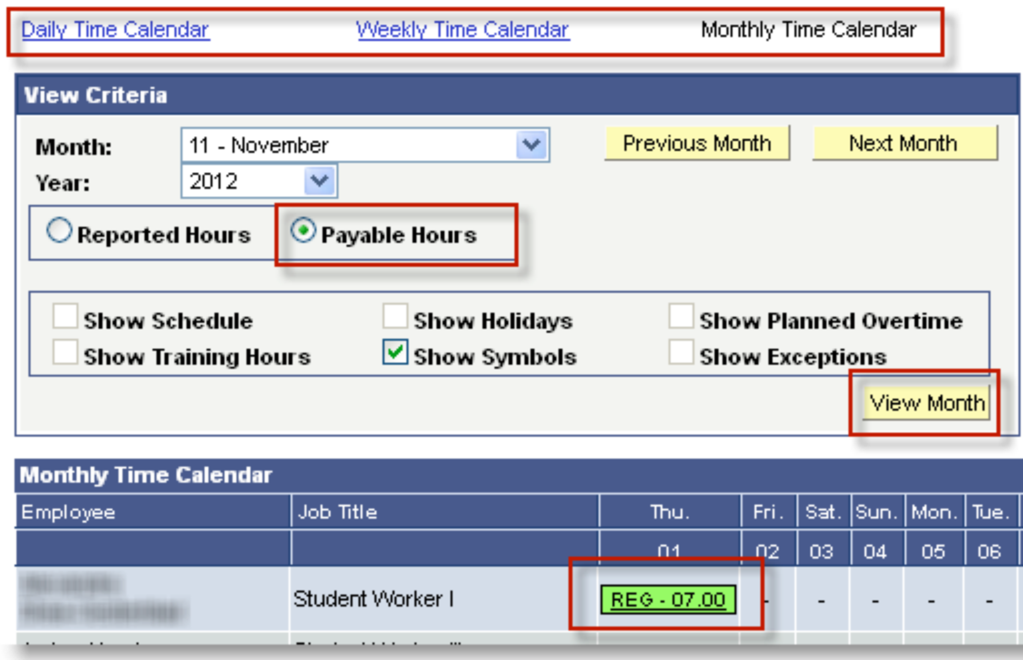
2. Look up your employee using their ID # or criteria of your choice.
3. Click **Get Employees**
4. Click on the radial button titled **Reported Hours**
5. Click a checkmark into the **Show Symbols** area. This will color code the various types of pay an individual has generated. Eg. REG hours are green.
6. Click on the **View Week** button to bring up Reported Hours.


Weekly Time Calendar
2
Employee Selection Criteria
Description
Value
Group ID
Empl ID
Empl Rcd Nbr
Last Name
First Name
Business Unit
Workgroup
Position Number
3
Clear Selection Criteria
Save Selection Criteria
Get Employees
Click Icon for Instructions
Daily Time Calendar
Weekly Time Calendar
Monthly Time Calendar
4
View Criteria
Week of:
10/29/2012
Previous Week
Next Week
Reported Hours
Payable Hours
5
Show Schedule
Show Training Hours
Show Holidays
Show Symbols
6
Show Planned Overtime
Show Exceptions
View Week
Weekly Time Calendar
Employee
Job Title
Monday
Tuesday
Wednesday
Thursday
10/29/2012
10/30/2012
10/31/2012
11/01/2012
Student Worker I
REG - 03.00
REG - 07.00
REG - 07.00
Student Worker III
REG - 05.00
REG - 05.00
Support Systems Analyst Senior
Designer Instructional (IT)
Specialist
Instructional Designer
Manager
Legend
REG
Regular Time

Payable Hours

1. Click on the Payable Hours radial button.
2. Click on the View Month button.

Note: The Monthly, Daily, and Payable Time Detail views are useful as well.
Note: Click on the hours links to view details about them.



The Payable Hours view in the system shows the quantity of hours for which the person will be paid. It reflects all adjustments made by the system. Employees can see this view.

Some additional codes; in the PAYABLE time when reviewing/calculating employees hours;

HOP = holiday pay

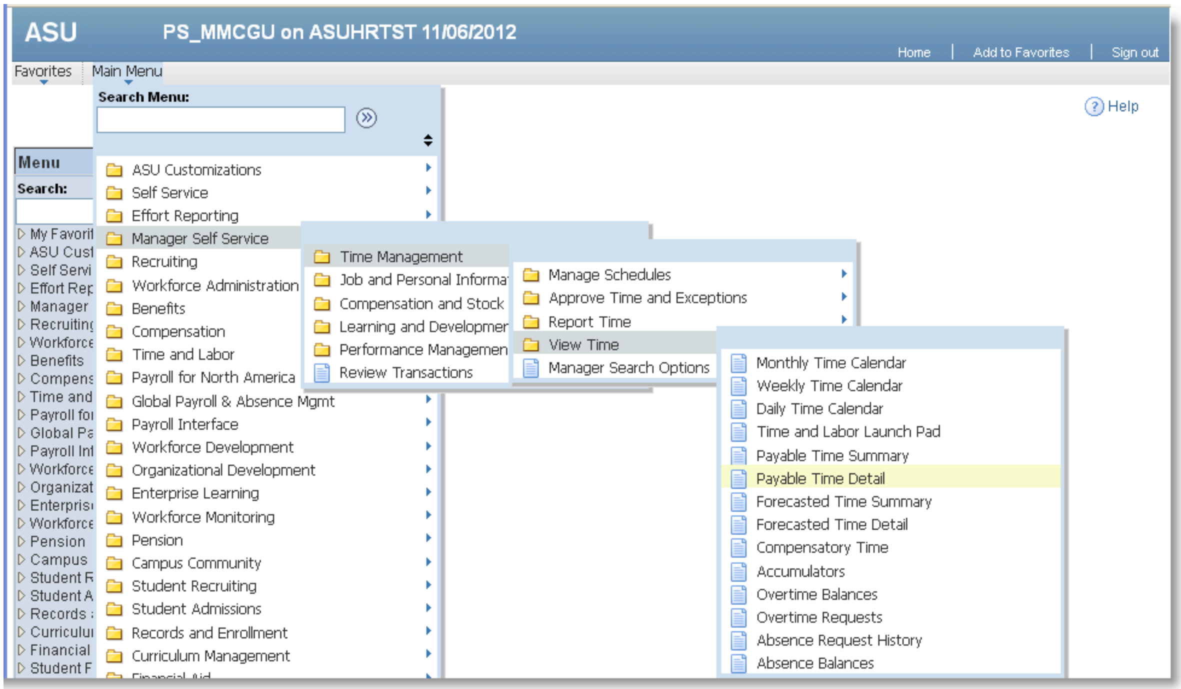
CE5 = the time and ½ (portion) for overtime pay shows up w/ CEP, then this is the time and ½ so for 2.75 (CEP) this would show as 1.375 paid

CEP = comp time paid, this is the hours IE: 2.75 paid at straight

CTE = comp time earned

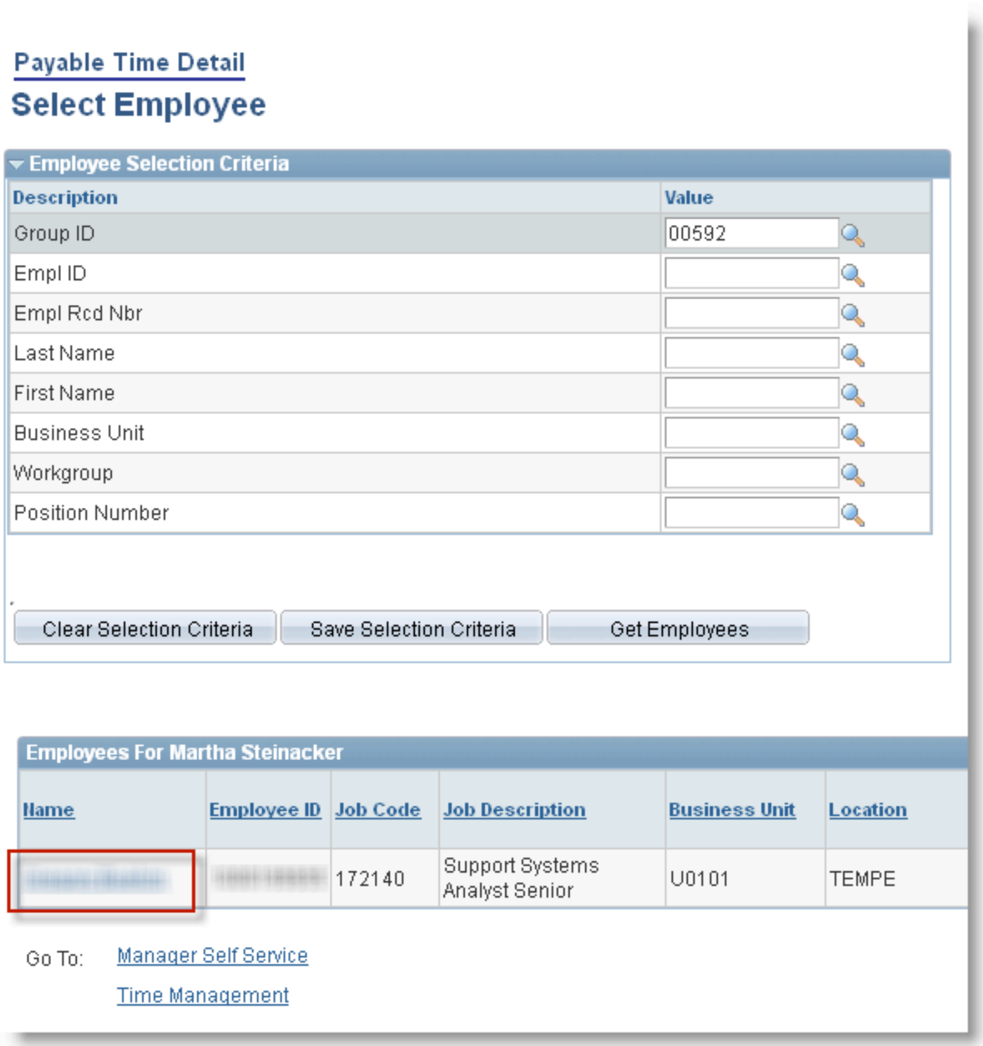
Payable Time Details

Access Payable Time Details in PeopleSoft:

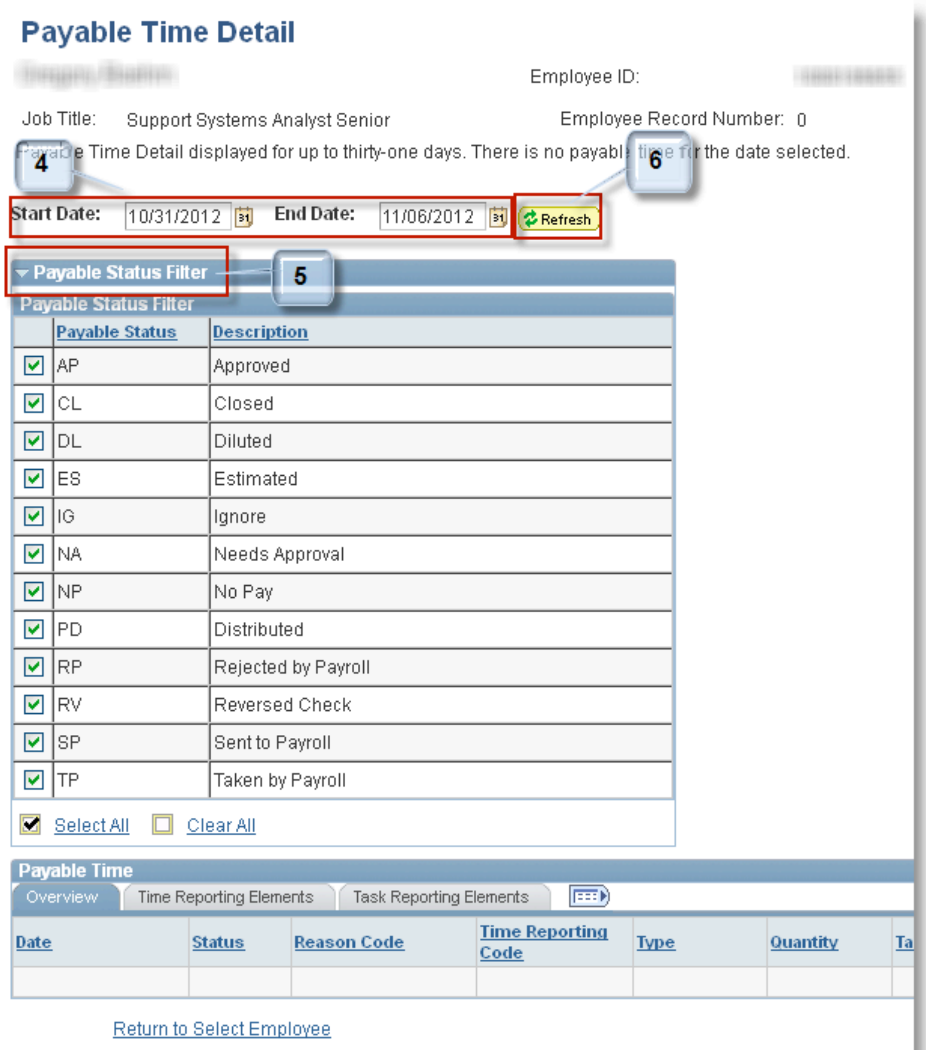


The Payable Time Detail view lists the status of an employee's pay.

1. Click on the Payable Time Detail link under the View Time menu.
2. After entering your search data, click Get Employees.
3. Click on the employee name you wish to view.



4. Click on the calendar icon, and choose a date to view.
5. If needed expand the Paybable Status Filter and choose criteria.
6. Click the Refresh button.
7. View Payable Time Detail.



Correcting and Managing Time Exceptions

There are a few departments at ASU who do need to correct and manage time exceptions. This needs to be done on a one-to-one basis working with the Payroll Representative for that department. Contact your Payroll Representative for management of time exceptions.

DTA Policies

DTAs must maintain all records pertaining to time reporting, including approvals for paid time off for 3 fiscal years.

If an employee's hours didn't get reported and the new pay period has started:

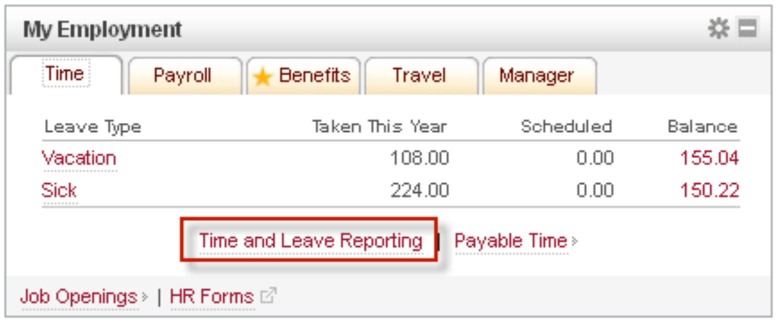
> If an employee's hours did not get reported and a new pay period has started, and if the employee's hours are within **120 days in the past**, the hours can be reported then approved by the DTA. If the hours are after **120 days** a Payroll Action Request will need to be submitted to pay the employee the hours worked.

To view a description of DTA responsibilities please go to URL:

http://cfo.asu.edu/fs-timereporting

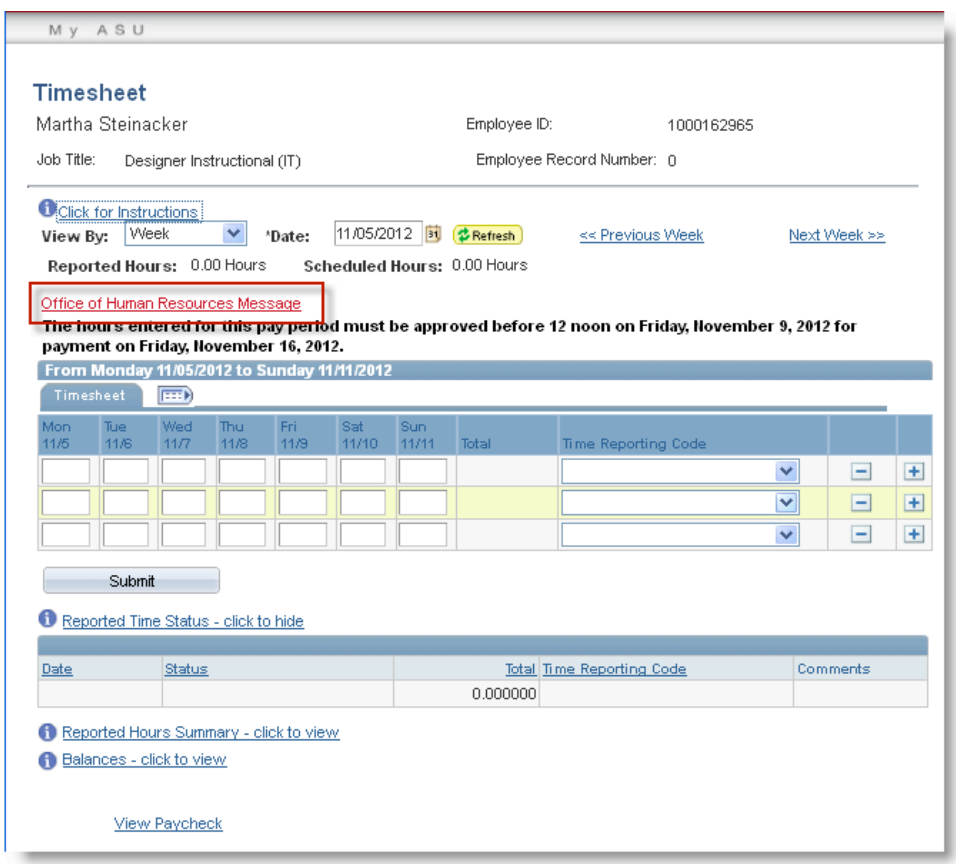
Employee Self Report Time and Leave

Employees can easily report their time from My ASU. This is found in the upper right corner of the My ASU screen. Employees can click on *Time and Leave Reporting* to report their hours.



When clicking on the Time and Leave Reporting link, they will see the screen below.

The Office of Human Resource message informs employees when they will be paid.



Approve Time via PeopleSoft Screens

For personal preference, or if My ASU is unavailable, you can access the time and labor screens directly in PeopleSoft.

Open a web browser and go to https://hr.oasis.asu.edu for Human Resource processes.

Or, open a browser and go to https://cs.oasis.asu.edu for Student Records processes.

Login to Peoplesoft using your ASURITE ID and password.

Navigate to the time and labor screen by clicking on these menus:

Manager Self Service > Time Management

Approve Time and Exceptions:
See all of your employees –
Approve time 1 employee at a time.

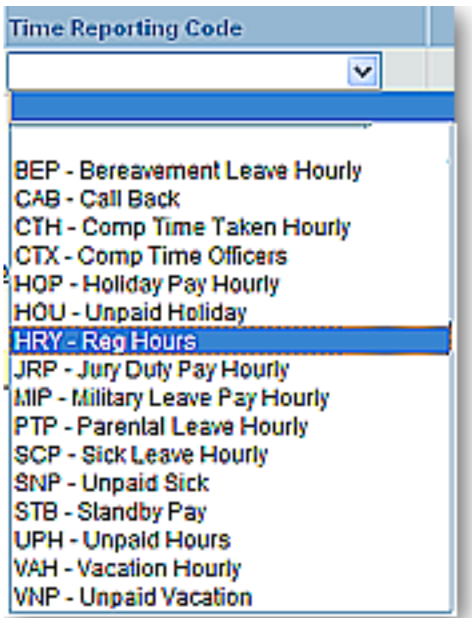
Report Time
See employees with hours that need to be approved. Approve all at once, or access individual timesheets.

View Time
See hours submitted by all of your employees at one glance

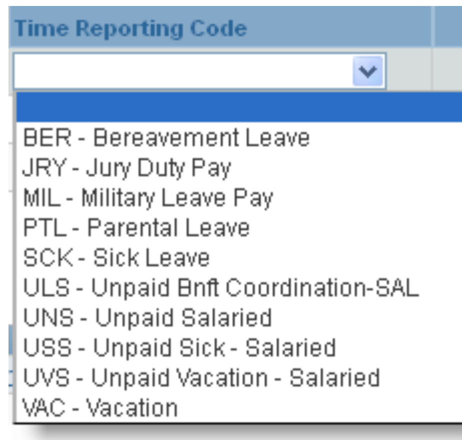
Appendex

Examples of Time Reporting Codes (TRCs) by Position Type

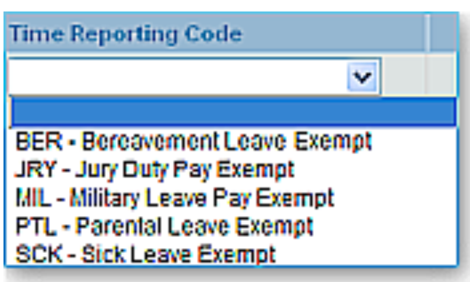
Houry TRCs



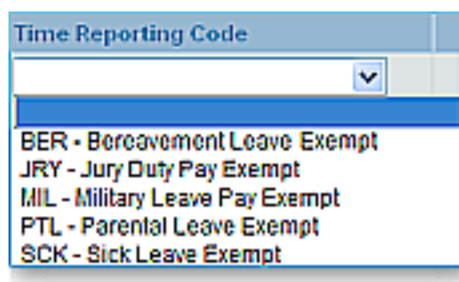
Salaried



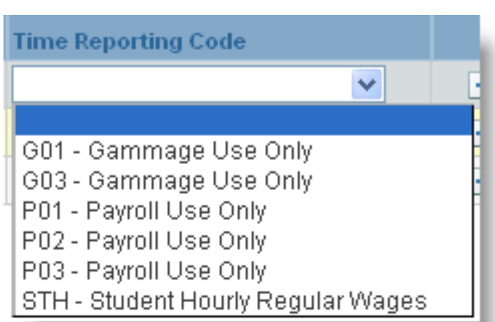
Academic Professinal ACD



A12



Student



Employment Definitions for PeopleSoft Implementation

Regular/Temporary Status:

Regular – a position which is considered to be part of the established staff compliment; will be recurring from year to year.

Short Term Temporary – a position which is established to respond to a temporary increased workload not to exceed 6 months in duration.

Long Term Temporary – a position which is established to respond to a temporary increased workload due to additional short term project or special initiative needs which will extend 6 months or more, but not to exceed 2 years

Seasonal – a position which recurs during high (or peak) work or volume needs typically associated with an established work schedule (can be either full or part time, as defined above); assignment will be of a short duration (not to exceed 5 consecutive months) and occurs during the same time periods from year to year; may be employed as either full or part time during the period in which they are required.

Full/Part Time:

Full Time – designated as working no less than 2,080 hours per fiscal year (40 hours per week, 52 weeks); 1,560 hours per academic year (40 hours per week, 39 weeks); representing a 1.0 FTE. Seasonal staff can be defined as full time during the period in which they are employed; however they are not benefit eligible.

Part Time – less than a 1.0 FTE; if assignment is less than .5 FTE; not benefits eligible; greater than .5 FTE but less than 1.0 FTE is benefits eligible.

PRN – (less than .1 FTE) a position that is established to provide additional staff on an as needed basis due to unexpected staffing shortage to meet workload of area; not benefit eligible; typically paid at a premium rate in recognition of the highly variable nature of the assignment.

Revisions

Changes	Date of Change	Editor	Updated Pages(s)
PS9 Updates	11/7/12	Martha Steinacker	All
PS9 Updates	3/18/13	Martha Steinacker	Pages 10 & 16

Next Review Date	Document Owner	Version Number

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